

RFP 14-63 - ADDICTION PREVENTION RESOURCE SERVICES - Answers to Submitted Questions

QUESTION	ANSWER
<p>1 The focus of the T/TA will be on the use of evidence-based programs, practices and policies (EBPs) and implementation of a strategic planning approach called the Strategic Prevention Framework (SPF) and the Communities that Care (CTC) Model." Do providers have to be certified in these models?</p>	<p>→ No, there are no certifications associated with these models.</p>
<p>2 The Vendor will also be expected to manage and/or assist with other special projects related to the State's substance abuse prevention efforts." Can you provide more information and/or examples?</p>	<p>→ The vendor will be expected to serve as a content expert, when appropriate, on advisory committees or initiatives. Examples include: The State Epidemiological Outcomes Workgroup, Prevention Block Grant Advisory/Planning Committee, and Center for Substance Abuse Prevention Regional Technical Expert Panels. These meetings typically occur on a bi-monthly or quarterly basis and may be able to be completed by phone.</p>
<p>3 "Support materials needed for each of the training program offerings." What type of materials does IN provide to the contractor and what does the contractor have to provide?</p>	<p>→ The vendor will provide all support materials including: curriculum, printing, training materials, coordination, venue, staffing, etc. The State may assist in securing a venue or trainer's fees.</p>
<p>4 "Develop and maintain a web-based training calendar." Is this calendar located on an IN website or on the provider's website?</p>	<p>→ The vendor will be expected to host, maintain, and publicize the training calendar on the vendor's website.</p>
<p>5 The Vendor will maintain a virtual clearinghouse on a website that includes information on substance abuse and related topics (e.g. violence, HIV/AIDs, etc.)." Do providers have to propose to have this information on their website or can they direct others to another website that already has similar information/resources?</p>	<p>→ The vendor will be expected to maintain a website dedicated to substance abuse prevention that may link to other state and federal resource repositories as appropriate.</p>
<p>6 "Develop and maintain county level epidemiological data that can be easily accessed by communities." Are providers responsible for collecting data? If not, who is collecting the data and will providers have access to their system?</p>	<p>→ The vendor is expected to provide a website or other electronic tool that compiles county level epidemiological data that may be available from state and federal resources, such as the Indiana State Department of Health, the Indiana Criminal Justice Institute, the IN State Epidemiological Outcomes Workgroup, Monitoring the Future Survey, National Survey of Drug Use and Health, community Health Rankings, IN State Excise Police, etc.</p>
<p>7 "Preparation of discretionary grant applications in the area of substance abuse prevention." Can you provide more information on what is expected?</p>	<p>→ The vendor will be expected to contribute content expertise in the areas of substance abuse prevention and advise on the preparation of discretionary grant applications released by the Substance Abuse and Mental Health Services Administration (SAMHSA). This may include being an active member in the planning of the proposal response, identifying and acquiring data points to enhance the application, developing or editing narrative, and preparation of budgets. On average one discretionary grant application is completed per calendar year.</p>
<p>8 Will one Business Proposal be sufficient if a respondent is applying for more than one scope category.</p>	<p>→ Correct. If applying for multiple categories, only one (1) business proposal is required; however, respondents should be careful to include three (3) relevant references for each scope category.</p>
<p>9 If you ask for the current amount how many points for cost will you get-- Ex. If it is 100,000 now and I ask for 100,000...tell me my cost points. What if I ask for 90,000 instead of 100,000 what are my cost points?</p>	<p>→ A respondent offering a price at the current baseline will receive zero (0) cost score points. For instance, if a particular scope category's baseline is \$100,000 and a respondent submits a proposal at \$100,000, that respondent will receive a cost score of zero (0). Likewise, if the same respondent were to instead propose a price of \$90,000 (meeting the 10% baseline cost reduction), that respondent will receive all 30 cost score points.</p>
<p>10 Is it 8% MBE, 8% WBE, and 3% VBE?</p>	<p>→ Correct. It has been determined that there is a reasonable expectation of Indiana Minority, Women, and Veteran Business Enterprise subcontracting opportunities on the contract resulting from this RFP, contract goals of 8%, 8%, and 3% for MBE, WBE, and VBE respectively.</p>
<p>11 Is there a page limit?</p>	<p>→ No; however, repetitive and flowery language is not necessary. The evaluation team is interested in a thorough, yet concise, description of each respondent's operations, procedures, and processes associated with its completion of the deliverables described in the respective scopes of work.</p>
<p>12 "The Respondent must include a list of at least Three (3) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP." Do we need to submit reference letters?</p>	<p>→ No; however, respondents are strongly encouraged to notify their references that a state employee will be contacting them to collect information.</p>
<p>13 "Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal." Is there a preference?</p>	<p>→ A signed letter of agreement on the sub-contractor's letter head that clearly describes the contract responsibilities of the sub-contractor and the amount of the sub-contract.</p>

14	"Respondents who propose a decrease to the State's current costs will receive positive points at the same rate as bid increasing cost." Can you provide more information/clarification?	→	This means that a respondent will receive (+/-) cost score points at the same rate for both proposals below or above the scope category's baseline cost respectively. Example: Baseline-\$100, Possible Cost Score Points-30, Bid(1)-\$110, Bid(1) Cost Score-(-30) points, Bid(2)-\$90, Bid(2) Cost Score-(+30). 10% above the baseline inversely earns the same about as 10% below.
15	Do respondents need to submit a separate proposal for each of the 4 work sections, or can they be combined into one proposal?	→	A single Business Proposal will be used for all four (4) scope categories. However, Respondents should submit separate Technical/Cost Proposals as well as Indiana Economic Impact, MWBE Sub-contractor and IVBE Sub-contractor Commitment Forms for each category. A respondent should also submit the Indiana Economic Impact and MWBE/IVBE Sub-contractor Commitment Forms as a whole for all four scopes of work if these numbers collectively differ from the sum of the individual forms.
16	Does the baseline cost for each category describe direct costs or total costs?	→	The baseline cost for each scope category describes the total costs.
17	Will be a total of 30 possible points for price for each of the 4 proposals or are there 30 price points for all 4 proposals combined (i.e. 7.5 points per proposal)?	→	There will be a total of 30 cost points for each category.
18	Do you want a resume, C.V. and biosketch for each key staff, or just one document describing their background? Is there a page limit for any of these documents?	→	One document describing the key staff's background and relevant experience will suffice, though the respondent may elect to include the individual documents. There is no page limit.
19	Do you want a separate organizational chart for each work area, or an organizational chart of the whole organization?	→	The whole organization that will be involved in the performance of the contract.
20	To what extent (if any) is the respondent expected to provide services related to treatment? Will there be a separate RFP for treatment services?	→	The respondent will not provide treatment services. The emphasis of the RFP is on substance abuse prevention. The respondent will maintain a clearinghouse and information repository which may include resources related to substance abuse treatment activities to advance the knowledge of prevention providers.
21	Do you want a separate Indiana Economic Impact Form (Attachment C) for each work area, or should the proposed services be combined into a single form?	→	An Indiana Economic Impact form must be submitted for each scope category.
22	If we propose a decrease of 5% from the State's current costs, how many points will we receive?	→	15 Cost Points
23	If we propose an increase of 2% from the State's current costs, how many (negative) points will we receive?	→	-6 Cost Points
24	Are all points awarded to/deducted from the respondents score for the cost proposal based solely on the total amount of the bid?	→	Yes.
26	It says "Your response should include ... a narrative of your proposed invoicing plan within each project phase". Should this narrative be a separate stand-alone electronic file? If so, what format (Excel, word, etc.). Should it be part of the Appendix?	→	Please include the budget narrative in the excel file using an additional tab.
27	We are not able to add more rows to the description of tasks on the template, so should we limit the number of tasks to the number of lines available?	→	An unlocked version of the Technical/Cost Proposal has been provided. It can be found at the IDOA Opportunities website.

28	We are not able to add more columns to the template. What if more than 8 employees provide services to the project?	→ An unlocked version of the Technical/Cost Proposal has been provided. It can be found at the IDOA Opportunities website.
29	What is meant by "main survey and additional questions"? Will schools be able to add additional questions? Or will DMHA add additional questions that all schools will see?	→ Main survey refers to the core survey items that every participating school will receive/complete. Additional questions refers to items individual schools may elect to add to the survey.
30	What is meant by "regional and local views". Will local data be displayed on the website? Will it be available to the public or will it require a password to be viewed?	→ Regional refers to geographic groupings of the counties in the state, local refers to the county level. The vendor may determine the geographical groupings. The vendor may determine how individual school data is disseminated.
31	There is no mention of production of local reports in the deliverables. Will the website with local views be the only reporting required to be provided to the participating schools? If local reports (other than website views) are to be produced, would the associated costs fall under deliverable 2.11? Will aggregated reports of multiple school corporations be required for DMHA community-based grantees?	→ The vendor will be expected to provide the state with a solution for disseminating data at the local (individual school or school district) level. These cost may or may not be paid for by DMHA funds. The costs may be addressed in the proposal under deliverable 2.11.
32	Does TA need to be in person or is electronic format acceptable?	→ All TA does not need to be conducted in person, electronic communication will also be acceptable. Generally, the technical assistance provider will determine the appropriate format to deliver services based on the type of support needed.
33	It appears that there's no way to add the name of the staff person; do you just want the position title without the name of the staff?	→ At this time, it is not necessary to provide individual names.
34	It appears that there's no way to add the totals for the rows/columns. Is this a glitch, or do you not want totals on this form?	→ Please contact Matt Robinson directly if this is still an issue: 317.234.8453
35	Can indirect costs be included in the hourly rate or deliverable costs? If so, is there a limit on indirect costs or can we use our federal negotiated rate?	→ Please see Question 38.
36	Is the State funding for this program passed down from a federal agency?	→ Funding for this RFP comes from the Federal Substance Abuse Prevention and Treatment Block Grant administered by the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. Funds for the Gambling portion of the RFP come from the State Gambler's Assistance Fund.
37	For the scoring of the Cost Proposal, for an organization that proposes to do all 4 services, will the score be based on the sum of all 4 budgets rather than each individual budget?	→ There will be a total of 5 evaluations. One for each of the four (4) individual scopes and one for the entire collective. If the price of a Respondent's collective proposal for all four (4) scopes differs from the sum of the four (4) cost proposals, then it should be noted clearly in the transmittal letter. Cost points for the collective will be evaluated against the sum of the baseline costs.
38	Can the costs for deliverables include the proportion of rent, utilities, support staff, office supplies, etc. that are attributable to that deliverable?	→ The cost for a specific deliverable should include all costs associated with the performance of the specific deliverable excluding any staffing/labor costs.
39	Will the training provider be required to find and/or pay for locations for the live training events and conferences?	→ Historically, fees associated with live training events and conferences i.e. facilities rental, trainer's fees, materials, have been paid for by DMHA for substance abuse prevention trainings/conference. Training events for problem gambling providers will be included in program costs.
40	Will the state provide the current listserv report for providers, schools, etc.?	→ The state will provide a list and contact information of sub-recipients receiving SAPT prevention funds to the selected vendor. Due to current confidentiality agreements, FSSA is not able to provide a list of schools that currently participate in youth or college surveys.

41	Will the state communicate any known national, state, regional, etc. trainings to be added to the training calendar?	→	The vendor is expected to update and maintain the calendar, including researching upcoming relevant local and national trainings and webinars. The state will communicate upcoming trainings to the vendor periodically.
42	Are there any specific specifications/requirements for the website - type of platform, 501 compliance, etc.?	→	No
43	Will the state provide the representative sampling for the survey?	→	No, the vendor will be required to create the sampling methodology to be approved by the State.
44	Is there an incumbent? If so, who?	→	Yes, the Indiana Prevention Resource Center in the Department of Applied Health Science, School of Public Health, Indiana University - Bloomington.